

## Team Agenda Template

<b>Team Members:</b>	<b>Date:</b>
<b>Team Members Present:</b>	
<b>Planning Activities</b> (Check all that apply.)	
<p><b>Critical question one: What is it we want our students to know and be able to do?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum guides</li> <li><input type="checkbox"/> Pacing of power (or priority) standards</li> <li><input type="checkbox"/> Student-friendly learning targets</li> <li><input type="checkbox"/> Assessment design and planning</li> <li><input type="checkbox"/> Lesson plans</li> <li><input type="checkbox"/> Rubric design or scoring protocols</li> </ul> <p>Other:</p>	<b>Minutes and Notes</b>
<p><b>Critical question two: How will we know if each student has learned it?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Common formative assessments data</li> <li><input type="checkbox"/> Student writing samples</li> <li><input type="checkbox"/> Student projects</li> <li><input type="checkbox"/> Rubrics</li> <li><input type="checkbox"/> Student results from district or state summative assessments</li> <li><input type="checkbox"/> Teachers' observation and anecdotal evidence</li> </ul> <p>Other:</p>	
<p><b>Critical question three: How will we respond when some students do not learn it?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analysis protocols</li> <li><input type="checkbox"/> Daily, weekly, and long-term interventions planning</li> <li><input type="checkbox"/> Time built into the schedule</li> <li><input type="checkbox"/> Recovery plans</li> <li><input type="checkbox"/> Multiple ways to reassess</li> </ul> <p>Other:</p>	<b>Curriculum Status Check (How is our pacing?)</b>
<p><b>Critical question four: How will we extend the learning for students who have demonstrated proficiency?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enrichment plans</li> <li><input type="checkbox"/> Extension plans</li> <li><input type="checkbox"/> Student choice</li> <li><input type="checkbox"/> Student leadership opportunities</li> <li><input type="checkbox"/> Community partnerships</li> <li><input type="checkbox"/> Celebrations and recognitions</li> </ul> <p>Other:</p>	<b>Additional Support</b>

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